

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name	<u>TSUNEYOSHI, Raynor</u>
Expense Dates	<u>04/12/09-04/19/09</u>
Total Expense Amount	<u>1090.27</u>
Amount Due Employee	<u>563.48</u>
Form ID	<u>TEA000435018</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/13	Lodging	93.24	
2)	04/13	Parking, Auto	17.00	
3)	04/14	Lodging	93.24	
4)	04/14	Parking, Auto	15.00	
5)	04/16	Gasoline	21.00	
6)	04/19	Gasoline	13.00	
7)	04/19	Parking, Auto	71.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 04/12/09-04/19/09
Report Name State Water Project

Request Total \$ 1090.27
Direct Charge Total - 526.79
Travel Advances - 0.00
Net Due Employee = 563.48

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SWP	1090.27

NOTE: (d)=Direct Charge

DATE	Sun Apr 12	Mon Apr 13	Tue Apr 14	Wed Apr 15	Thu Apr 16	Fri Apr 17	Sat Apr 18	Sun Apr 19		TOTAL
Lunch	10.00		10.00	10.00	10.00	10.00	10.00			60.00
Dinner	18.00		18.00	18.00	18.00	18.00	18.00			108.00
Lodging		93.24	93.24							186.48
Parking, Auto		17.00	15.00					71.00		103.00
Breakfast			6.00	6.00	6.00	6.00	6.00	6.00		36.00
Incidentals			6.00	6.00	6.00	6.00	6.00	6.00		36.00
Gasoline					21.00			13.00		34.00
Commercial Air Fare (d)								279.20		279.20
Auto Rental (d)								247.59		247.59
TOTALS \$	28.00	110.24	148.24	40.00	61.00	40.00	40.00	622.79		1090.27

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	SWP	04/12/09	Lunch	10.00	Cash
Regular Travel	SWP	04/12/09	Dinner	18.00	Cash
Regular Travel	SWP	04/13/09	Lodging	93.24	Cash
Regular Travel	SWP	04/13/09	Parking, Auto	17.00	Cash
Regular Travel	SWP	04/14/09	Lodging	93.24	Cash
Regular Travel	SWP	04/14/09	Parking, Auto	15.00	Cash
Regular Travel	SWP	04/14/09	Breakfast	6.00	Cash
Regular Travel	SWP	04/14/09	Lunch	10.00	Cash
Regular Travel	SWP	04/14/09	Dinner	18.00	Cash
Regular Travel	SWP	04/14/09	Incidentals	6.00	Cash
Regular Travel	SWP	04/15/09	Breakfast	6.00	Cash
Regular Travel	SWP	04/15/09	Lunch	10.00	Cash
Regular Travel	SWP	04/15/09	Dinner	18.00	Cash
Regular Travel	SWP	04/15/09	Incidentals	6.00	Cash
Regular Travel	SWP	04/16/09	Breakfast	6.00	Cash
Regular Travel	SWP	04/16/09	Lunch	10.00	Cash
Regular Travel	SWP	04/16/09	Dinner	18.00	Cash
Regular Travel	SWP	04/16/09	Incidentals	6.00	Cash
Regular Travel	SWP	04/16/09	Gasoline	21.00	Cash
Regular Travel	SWP	04/17/09	Breakfast	6.00	Cash
Regular Travel	SWP	04/17/09	Lunch	10.00	Cash
Regular Travel	SWP	04/17/09	Dinner	18.00	Cash
Regular Travel	SWP	04/17/09	Incidentals	6.00	Cash
Regular Travel	SWP	04/18/09	Breakfast	6.00	Cash
Regular Travel	SWP	04/18/09	Lunch	10.00	Cash
Regular Travel	SWP	04/18/09	Dinner	18.00	Cash
Regular Travel	SWP	04/18/09	Incidentals	6.00	Cash
Regular Travel	SWP	04/19/09	Commercial Air Fare	279.20	Direct Charge
Regular Travel	SWP	04/19/09	Auto Rental	247.59	Direct Charge
Regular Travel	SWP	04/19/09	Incidentals	6.00	Cash
Regular Travel	SWP	04/19/09	Breakfast	6.00	Cash
Regular Travel	SWP	04/19/09	Gasoline	13.00	Cash
Regular Travel	SWP	04/19/09	Parking, Auto	71.00	Cash

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888

Employee Name TSUNEYOSHI, Raynor
Expense Dates 04/27/09-05/01/09
Total Expense Amount 757.00
Amount Due Employee 757.00
Form ID TEA000443498

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/27	Lodging	147.46	
2)	04/27	Parking, Auto	19.00	
3)	04/28	Lodging	147.46	
4)	04/28	Parking, Auto	19.00	
5)	04/29	Lodging	147.46	
6)	04/29	Parking, Auto	19.00	
7)	04/30	Lodging	98.62	
8)	04/30	Parking, Auto	19.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes
2)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes
3)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes
4)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents.

**Travel & Expense Account
Transmittal Sheet**

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 04/27/09-05/01/09
Report Name CBSOA/Various

Request Total \$ 757.00
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 757.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CBSOA/Various	757.00

NOTE: (d)=Direct Charge

DATE	Mon Apr 27	Tue Apr 28	Wed Apr 29	Thu Apr 30	Fri May 1					TOTAL
Lodging	147.46	147.46	147.46	98.62						541.00
Parking, Auto	19.00	19.00	19.00	19.00						76.00
Bridge Tolls	4.00									4.00
Breakfast		6.00	6.00	6.00	6.00					24.00
Lunch		10.00	10.00	10.00	10.00					40.00
Dinner		18.00	18.00	18.00						54.00
Incidentals		6.00	6.00	6.00						18.00
TOTALS \$	170.46	206.46	206.46	157.62	16.00					757.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CBSOA/Vario	04/27/09	Lodging	147.46	Cash
Regular Travel	CBSOA/Vario	04/27/09	Parking, Auto	19.00	Cash
Regular Travel	CBSOA/Vario	04/27/09	Bridge Tolls	4.00	Cash
Regular Travel	CBSOA/Vario	04/28/09	Lodging	147.46	Cash
Regular Travel	CBSOA/Vario	04/28/09	Parking, Auto	19.00	Cash
Regular Travel	CBSOA/Vario	04/28/09	Breakfast	6.00	Cash
Regular Travel	CBSOA/Vario	04/28/09	Lunch	10.00	Cash
Regular Travel	CBSOA/Vario	04/28/09	Dinner	18.00	Cash
Regular Travel	CBSOA/Vario	04/28/09	Incidentals	6.00	Cash
Regular Travel	CBSOA/Vario	04/29/09	Lodging	147.46	Cash
Regular Travel	CBSOA/Vario	04/29/09	Parking, Auto	19.00	Cash
Regular Travel	CBSOA/Vario	04/29/09	Breakfast	6.00	Cash
Regular Travel	CBSOA/Vario	04/29/09	Lunch	10.00	Cash
Regular Travel	CBSOA/Vario	04/29/09	Dinner	18.00	Cash
Regular Travel	CBSOA/Vario	04/29/09	Incidentals	6.00	Cash
Regular Travel	CBSOA/Vario	04/30/09	Lodging	98.62	Cash
Regular Travel	CBSOA/Vario	04/30/09	Parking, Auto	19.00	Cash
Regular Travel	CBSOA/Vario	04/30/09	Breakfast	6.00	Cash
Regular Travel	CBSOA/Vario	04/30/09	Lunch	10.00	Cash
Regular Travel	CBSOA/Vario	04/30/09	Incidentals	6.00	Cash
Regular Travel	CBSOA/Vario	04/30/09	Dinner	18.00	Cash
Regular Travel	CBSOA/Vario	05/01/09	Breakfast	6.00	Cash
Regular Travel	CBSOA/Vario	05/01/09	Lunch	10.00	Cash